

WIA-TAA/NAFTA  
Dual Enrollment Procedures and Coordination of Services  
In LWIA #2  
(Northeast Missouri)

1. WIA staff and DWD staff agree to refer all individuals from TAA/NAFTA approved petitions to each other for eligibility determination and dual enroll customers in both WIA and TAA/NAFTA when appropriate.
2. The agency, which initially meets with the dislocated worker, will be responsible for insuring that the individual has a completed MO Works! registration. If a MO Works! registration already exists on the individual, the agency will be responsible for insuring that it is updated and complete.
3. A referral from either agency (WIA or DWD) will be documented through the Staff Assisted Pool (SAP) record in the Missouri Toolbox Case Tracking System (Toolbox).
4. The agency which initially meets with the WIA-TAA/NAFTA customer (WIA staff or DWD staff) will be responsible for initiating the SAP record in Toolbox and will also be responsible for initiating the JIRP record in America's Workforce System (AWS). An initial assessment will be provided in order to determine the individuals' skill levels, aptitudes, abilities and supportive service needs.
5. If the individual has been unable to obtain employment through these core services, then the WIA-TAA/NAFTA customer will be provided a comprehensive assessment by WIA staff and the results will be recorded in the JIRP record and Toolbox as appropriate. A copy of the assessment results will be shared with the DWD staff assigned to the WIA-TAA/NAFTA customer.
6. WIA and DWD staff agrees to jointly develop and use the individual re-employment plan (JIRP) in AWS. WIA staff will use additional pages of the Individual Employment Plan (IEP) in conjunction with the JIRP as necessary, and a hard copy of the additional IEP pages will be placed in the customer's file.
7. Once the individual has met the eligibility requirements for intensive services and is still unable to obtain or retain employment, the individual will be dual enrolled in training services.
8. WIA and DWD staff agrees to hold weekly staffing meetings between themselves to discuss jointly enrolled customers. This will eliminate the duplication of services and will allow each customer a thorough case management process while engaged in training.
9. DWD staff will provide the WIA staff with a copy of the TRA 6 training form when distribution is made following approval from central office approving the obligation of training funds for the WIA-TAA/NAFTA customer.
10. *Personal contact with the WIA-TAA/NAFTA customer (by phone or in person) will be provided by the WIA Title I staff on a quarterly basis while the customer is in training and will be documented as a case note on the JIRP and in Toolbox.*
11. Once the WIA-TAA/NAFTA customer has completed training:
  - WIA staff will update Toolbox to include any additional services needed after the completion of training, such as job referral and/or job placement, and enter all appropriate exit information into Toolbox to reflect the customer's outcomes.
  - WIA and/or DWD staff will update their MO Works! registration to reflect the skills attained and any employment they held during their training period.
12. Follow-up will be provided for 12 months by WIA staff and assisted with by DWD staff when appropriate. Follow-up may consist of telephone calls and/or written correspondence at 30 days, 60 days, 90 days, 6 months, 9 months and 12 months to insure the individuals transition into employment was successful.